

Meeting Minutes
Command Trustee Council Meeting
U.S. Fish and Wildlife Service, Sacramento Field Office, CA
16 July 2003

1. Attendees

Charlene Hall	U.S. Fish and Wildlife Service (USFWS)- Primary Representative
Tom Suchanek	USFWS- Alternate
Joanne Kerbavaz	California Department of Parks and Recreation (Parks) - Alternate
Steve Hampton	Calif. Dept. of Fish and Game (CDFG) - Primary Representative
Kathy Verrue-Slater	CDFG – Staff Counsel
Jennifer Boyce	National Oceanic and Atmospheric Administration - Primary Representative
Kolleen Bannon	National Oceanic and Atmospheric Administration - Alternate
Sarah York	California State Lands Commission- Alternate
Carolyn Lown	Department of the Interior - Office of the Solicitor

2. Agenda. The agenda (attached) was reviewed and approved.

3. Changes to Council Representation. Dave Vincent replaces Ron Schafer as the Park's primary representative. The Parks will notify us in writing of this council replacement.

4. Meeting Minutes. Council approved the May and June 2003 meeting minutes with minor changes.

5. Financial Update. (a) Management of Restoration Funds. During June all unallocated restoration moneys were held in a 30 day interest bearing account. Council agreed to continue this investment strategy until interest on 6 month T-bills rise above the return on 30 day investments. (b) Trustee Accounting and Reporting Procedures. Council agreed to adopt cost reimbursement guidelines for Trustee tracking of and reporting on use of restoration funds that are allocated to individual Trustees for in-house costs related to restoration. Draft guidelines were discussed and will be considered for adoption at the next meeting. A cost committee was established to review cost documentation provided by Trustees in support of their in-house restoration-related costs. Cost committee members include Kolleen Bannon (chair), Kathy Verrue-Slater and Carolyn Lown. Upon completion of review, cost documentation records will be archived with the USFWS. The committee will produce proposed guidelines for the cost documentation process. Council members will submit cost documentation packages in a manner consistent with their respective agency's protocols for documenting costs. (c) Budget. Each agency will submit this year's budget and funding requests via email to the Council for review and, as appropriate, approval. (d) Future Contracting. Carolyn Lown will coordinate with DOI and NOAA on potentially utilizing national programmatic contracts for National Fish and Wildlife Foundation (NFWF) or will work directly with NFWF contracting once the Council has decided on projects.

6. Recreation Projects. Council discussed proposed recreation projects.

7. Murrelet Projects. Surveys for murrelets and corvids have begun. Initial observations indicate there are few juvenile jays and fewer murrelets (than in past years) in and near campgrounds and

Command Council Meeting Minutes – July 16, 2003

there are high levels of raven activity at Memorial State Park. Steve Hampton and Joanne Kerbavaz met with park management to discuss the proposed corvid management project. The council discussed the proposed corvid management project. Project specific tasks for the project were deferred and will be discussed at a later meeting. Steve Hampton and Joanne Kerbavaz will continue dialog with the parks and discuss possible cost sharing. Charlene Hall will draft a project description and biological assessment, in the event this project is selected that may be used for section 7 endangered species consultation under the Federal Endangered Species Act (FESA). Acquisition proposals were discussed and Carolyn Lown will provide an update on legal issues at the next meeting.

8. Seabird Proposals. Council continues to discuss seabird proposals.
9. Restoration Plan. Steve Hampton will summarize all non-preferred projects and Jennifer Boyce will summarize all preferred projects for the restoration plan.
10. Review Tasks / Next Meeting Date.

<i>Task</i>	<i>Person</i>	<i>Target Date</i>
a. Produce draft meeting minutes	Hall	ASAP
b. Provide written notification of new Council Representation	Kerbavaz	ASAP
c. Comment on cost reimbursement guidelines	All	
d. Provide proposed agency budgets and funding requests to council.	All	ASAP
e. Summarize preferred and non-preferred recreation projects	Hampton / Boyce	
f. Reinvest restoration moneys in 6 month T-bill when return rises above the 30 day return rate.	Hall	
g. Discuss cost sharing options on possible corvid management actions with state parks.	Hampton / Kerbavaz	
h. Prepare draft project description and biological assessment in preparation for FESA section 7 consultation.	Hall	

Next Meeting. August 4, 2003, U.S. Fish and Wildlife Service's Sacramento Office, 10-5

AGENDA
COMMAND COUNCIL MEETING
USFWS, Sacramento, Ca – Cafeteria Conference Room 1003
July 16, 2003, 10 am – 4 pm

- | | | |
|-----|--|--------------|
| 1. | REVIEW & APPROVE AGENDA | All |
| 2. | COUNCIL REPRESENTATION | All |
| | Update on Changes to Council Representatives | Kerbavaz |
| 3. | APPROVAL OF PAST MEETING MINUTES | All |
| | May & June Meeting Minutes | All |
| | Status of 2002 & 2003 Meeting Minutes | Hall |
| 4. | ADMINISTRATIVE RECORD | Hall |
| | Update | |
| 5. | FINANCES | All |
| | Financial Update | Hall |
| | Cost Documentation Process | Bannon |
| | Cost Documentation Packages | All |
| | Projections and Funding requests | All |
| 6. | RECREATION PROJECTS | All |
| | Grant Restrictions | Lown / Meier |
| | Seal Cove Update | Boyce |
| 7. | MURRELET PROPOSALS | All |
| | Acquisition Proposals | Hampton |
| | Survey Updates | Hampton |
| | Corvid Project Proposal & Budget | Hampton |
| | Park Collaboration / Coordination | Hampton |
| | T&E issues | All |
| | Project Selection | All |
| | Implementation | All |
| 8. | SEABIRD PROPOSALS | All |
| | Proposal Review & Selection | All |
| | Implementation | All |
| 9. | RESTORATION PLAN | Boyce |
| | Draft Updates | Boyce / York |
| 10. | RESTORATION PLANNING | All |
| | Process | All |
| | Scheduling | All |
| | Public Notice & Meetings | All |
| 11. | REVIEW TASKS & NEXT MEETING | All |